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MAKING THE CONNECTION

FEATURED ARTICLE

LAB-WIDE AWARD PROGRAM FOLLOW UP

The Award Program got off to a great start in BUS Division, with awards to these winning teams and individuals in April:

* Lorraine Abney of BUS-2 designed and implemented a cost estimation tool to be used to formulate proposals for the National Institutes of Health (NIH).

* Alice Travis of BUS-5 took the lead and initiated actions which led the State of New Mexico to determine that LANL is exempt from tax on the sales of gasoline.

* Theresa Romero of BUS-7 Modified FMIS's G&A, recharge and burden process to accommodate the new Laboratory business rules. She was also a major player in the revamping of the new report formats.

* The Property Achievement Team of BUS-1,2,3,6,&8 established a property standard for others to emulate. Congratulations to Adrienne Borrego, Elizabeth Lucero, Shirley Kwan, Timothy Milligan, Merrell Nelson, Tanya Sanchez, Joseph B. Baca, Tessa Dowell, Alyce Elliot, Carolyn Helland, Ann Hopkins, Yolanda M. Martinez, Chere Rael, Julian Sandoval, Margaret S. Baca, Judith Ann Ireland, Diana Little, Dale Osborn, Lorraine Silva, Victor Salazar, Gerald Tafoya, Linda Trujillo, Danny Leroy Valdez, Jim Bergauer, Laurene Collins, Yvonne Gonzales, Clyde Hayes, Crystal Johnson, Dennis Martinez, Simodosea Martinez, Yvonne Montoya, Holly Olivas, Ronnie Quintana, Glenda



Rougemont, Joe Roybal, John Tapia, Jesse Vigil, Jimmy Vigil, Patricia Webster, Harriett West, Donald Branch, Kerry Coffelt, John Dussart, Richard Ebelacker, Frank Galvez, Kathleen Gomez, Kelley Keresey, Liz Martinez, Petrita Montano, Marisol Pulliam, Elizabeth Salazar, Ross Tapia, Stella Taylor, Margaret Trujillo, Toby Trujillo, Richard Valerio, Jennifer R. Vigil.

Bennie Gonzales, Award panel Chairman, recommends, "If you want to nominate someone, go to your panel member and work with them to make sure that the nomination fits the award criteria, rather than submit one that gets turned back by the Group Leader. The ones that'll be rewarded will be the ones who clearly stretched, and whose efforts clearly went far and beyond their regular job description." If you would like more information, or someone to speak to your team, please contact your Award Program representative or Bennie Gonzales.

INITIATIVE

TIPS IS ALIVE AND WELL

The TIPS (Total Integrated Procurement System) initiative started in December 1995 with Mike Payne (ex BUS-7 Group Leader) at the helm. According to Jean Elson (BUS-8), who is a member of the TIPS User Team, "the idea was to write specifications and develop an idea of what we want the system to look like." Many 'focus teams,' which included BUS employees and customers, were organized, including a buyers/Lab internal processes focus team, a customer interface focus team, and a user focus team. Jean says that one of the biggest complaints she gets from customers is, "I don't know where my order is...it takes too long to place." TIPS is intended to be a "cradle to grave" procurement system. This means customers and BUS personnel would be able to browse catalogues, initiate indexes, track invoices, and reconcile account activity all in one system.

Since April, Jeff Bryant of CIC-13 has taken the lead in coordinating the TIPS project. Jeff, who worked on FMIS & FRS, has worked closely with Mike Payne trying to assure a smooth transition. According to Jeff, "An RFI went out to 40 vendors of procurement software, stating that we're in the midst of looking at new software. We'll take the responses & match them against the specifications developed by the focus teams. Eventually, a decision will be made to 'make or buy' any or all of the software required." TIPS should become a reality sometime in FY 97.

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Short-term improvements in the area of customer interface include:

- 1) Totally automated, on-line purchase card system by June 1996. Cardholders can reconcile statements on-line and auto voucher into FMIS.
- 2) On-line invoice approval system by August 1996.
- 3) GUI interface for JIT system, with catalogues on WEB & GUI client server screen for multiple orders by end of FY 96.

If you would like more information regarding TIPS please contact Jeff Bryant.

SAFETY FIRST

ALMOST AN ACCIDENT - BE WARNED

How many times have you come close to having an accident, shrugged it off as a near miss, and gone on your merry way without giving it another thought? Many times, the difference between an accident and a near miss is just a fraction of a second in timing or a fraction of an inch in distance. Next time, the difference may not be there. Near misses are warnings of accidents in the making.

Suppose you're going up a flight of stairs and your foot slips on a spilled drink. You're young, agile, fast, and empty-handed, so you regain your balance with no harm done. Somebody else comes along, but his reactions are a little slower than yours. His foot slips and, to keep from falling, he grabs the hand rail. Again, no harm done. Then comes the third person, carrying a load. This person is just as fast as the first two but can't maneuver because he is weighted down. His foot slips and he falls down the stairs with the load on top of him.

The seriousness of the injury is a matter of luck -- a broken ankle, maybe, or a fractured rib; possibly a broken neck, or perhaps only scratches -- but, it's an accidental injury. Two warnings ignored -- finally, somebody hurt. Now the spill is discovered, and the condition

is corrected. But it's like locking the garage after the car is stolen. Two people saw the thief but didn't bother to take another look and recognize him for what he was.

Very few accidents occur without some advance warning. If we heed the warning and check into the hazard, most accidents can be eliminated. Keep your eyes open for those advance warnings. Don't take unnecessary chances or ignore warnings, and don't think "it can't happen to me." It can happen to you if you don't take precautions to protect yourself.

Adaptation from a 9/94 Business & Legal Report "Safety Talks" short story. Provided by - Lorraine M. Segura, ESH-3

DIVERSITY IN THE WORKPLACE

What is diversity and why is it important? Diversity is inclusive. Diversity includes nonchangeable dimensions such as age, race, physical abilities, gender, ethnicity, and sexual orientation. It also includes changeable dimensions such as income, marital status, religious beliefs, education, and more. It builds on the strengths of affirmative action programs and goes way beyond only Civil Rights Act protections. There exists a strong shift in paradigms from affirmative action to diversity. With diversity, everyone is to be included and nurtured. Diversity is voluntary, productivity driven, qualitative, opportunity focused, and assumes integration. Affirmative action programs are government initiated, legally driven, quantitative, problem focused, and assumes assimilation.

Our country is in times of great demographic changes. We are quickly being propelled away from dominant cultures that have traditionally promoted assimilation (melting into one set of values and behaviors) to multicultural cultures that seek integration (teaming while maintaining many sets of values and

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behaviors). This is the reality. Women continue to enter the labor force at greater numbers than ever before. Working single parents needing child care are increasing. Immigration patterns have shifted from Northern European to those of Hispanic, Asian, and Pacific Island origins. The American labor force is aging. The American's with Disabilities Act is opening doors to many (43 million) people not traditionally considered for employment in the past. Gay and Lesbian civil rights movements are challenging traditional barriers both in our workplaces and communities. The bottom line is that our diversity is increasing.

Diversity generates fresh and creative perspectives in problem solving. If we are to capitalize on our new and growing diversity, we need to find innovative ways to attract and retain the best and brightest individuals from our diverse labor pools. We need to find ways to generate the best return on our investment in human capital. The diverse workforce will migrate towards companies that engineer workplaces that value and respect diversity. Customers, suppliers, and sponsors will direct their work interests to these workplaces because they too will be diverse. These are the business imperatives of embracing diversity.

Provided by - Frank Stonehouse (BUS-8) EES Diversity Working Group

WE CAUGHT YOU DOING SOMETHING RIGHT

DALE OSBORN, BUS-3

Dale Osborn has provided extraordinary service to me in three ways over the past week.

When QSO became responsible for the BUS training room, I became accountable for a number of property items. Over time we discovered that several of the items needed to be salvaged. Dale found out which items needed to be salvaged,

adjusted my accountability statement on-line, and printed a new accountability statement for me to sign. The process was painless for me. In setting up the QSO office we needed several pieces of equipment. Dale searched the salvage system and found us some needed items, thus saving the Division a significant amount of money in procurement costs. Earlier this week, I needed to process the paperwork to take a computer home to complete a project. I informed Dale of my need mid-afternoon of the day I needed the equipment when he was right in the middle of a project in the warehouse. Late that afternoon Dale called to inform me that he hadn't been able to get to my paperwork. When I explained my situation, he indicated he would do what he could. Dale called me back in 15 minutes saying that he had typed up the release, and had walked it up to the Division Office and obtained the required signature. I was able to pick up the authorization and take the PC home, thus completing my project.

THIS IS WHAT I CALL "GOING THE EXTRA MILE!!"

Provided by - Spencer Hill, QSO

PROPERTY MANAGEMENT BUS-6

Thanks to a DOE/LANL/Sandia Lab Partnering team, DOE has authorized the Lab to stop taking an inventory of most government property that costs less than \$5,000. Identifying, controlling, tracking and inventorying this property was inefficient because large amounts of time and dollars were spent controlling low-value items. Decontrolling this property is a real contribution to the Lab's goal to become more cost-effective -- a success we all share in!

Call your property administrator or the BUS-6 Property HelpLine at 5-3230 if you have questions.

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DILBERT

